

Security Information

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CONFIDENTIAL

DEC 23 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Requested Change in Table of Organization for the
Office of Current Intelligence

REFERENCES: (Attached as Tabs)

- Tab 1 - Memorandum from the Office of Current Intelligence, 19 November 1952, requesting T/O change.
- Tab 2 - Memorandum from Comptroller, 5 December 1952, commenting on proposed change, Tab 1.
- Tab 3 - Memorandum from Chief, O&M Service, 11 December 1952, commenting on proposed change, Tab 1.

1. Tab 1 sets forth the proposal of OCI to increase the T/O of that Office by one Security Officer GS-7 and one Administrative Assistant GS-7, to be located in the Special Activities Branch, Special Policy and Security Staff, for the purpose of furnishing needed additional support to the AD/CI in discharging his responsibilities for the security of CIA's Special Intelligence effort. Tab 1 further

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2. Tab 2 presents the comments of the Comptroller on the requested change. In summary, he concurs, stating that the increase of two positions does not materially affect the present average salary of the currently approved positions of the [REDACTED] and can be absorbed within the present budget estimates for the whole office; and that no additional funds will be required in the case of the position to be transferred.

25X1

3. Tab 3 relays the concurrence of the Chief, O&M Service on the proposal, and resolves the question of a possible duplication of security effort between ORR and OCI. This question was raised inasmuch as ORR has an approved GS-9 Security Officer position to handle its Special Center security problems.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 13 NO CHANGE
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S (C) REF. JUST 22
NEXT REV DATE 89 REV DATE 6-5-79 ETC. [REDACTED] PEDOC 2502
NO. PGS 6 CREATION DATE - ORG CODE 0325 - ORG CLASS S
REV CLASS C REV COORD. - AUTH: RR 70-3

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4. This Office has obtained job information which substantiates the grades requested in Tab 1.

5. It is recommended that the proposals made in Tab 1 be approved, increasing the total OCI T/O with no requested increase in ceiling.

25X1

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Assistant Director (Personnel)

3 Attachments
As stated

Action by Approving Authority

Date 2-3 Dec 52
T/O & Ceiling Approved (~~Disapproved~~),
Exceptions, if any

With the understanding that this approval in no way prejudices current discussion through which we expect to reduce FY 54 T/O's and ceilings.

FOIAB3B

Assistant Deputy Director
(Administration)

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19 November 1952

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Office of Current Intelligence

SUBJECT : Changes in Authorized Table of Organization

1. A survey of the activities and responsibilities of the Special Activities Branch, Special Policy and Security Staff reveals the need for two additional positions at this time.

2. There are numerous escort duties within the Special Center which at present are being performed by administrative and professional personnel in grades up to GS-12 because there are not sufficient personnel on the security staff to assume such duties. Also, the security staff this week has undertaken the handling of all classified trash from the Special Center in J Building, which heretofore has been handled by the couriers of the Special Support Division. Then, too, the recent increase in size of the Q-M Buildings Special Center, occasioned by taking additional sections of OSI and ORR within the restricted area, has added to the physical security problems and inspections which must be handled by the security staff. It is believed that the above mentioned duties, together with general assistance to the security staff on its various responsibilities, justify the addition of another security officer position.

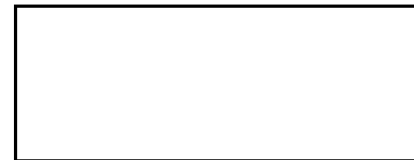
3. The Special Activities Branch currently has one GS-4 Clerk (Stenographer) position and the present incumbent is kept busy performing stenographic and general clerical duties and is unable to keep the present S.I. records in a completely up-to-date status and, in addition, to answer the constant stream of inquiries regarding clearances and related matters. This has required the security officers in the office to frequently interrupt their normal duties to assist in the records operation. In addition, the Special Activities Branch has been assigned certain records functions heretofore handled in the Assistant Director's Office, but will not physically assume such duties until it actually acquires sufficient personnel and equipment. The maintenance of these sensitive records in an efficient and accurate manner and the imparting of information therefrom to concerned individuals both within and without CIA is an important and responsible position which, it is believed, justifies the addition of an Administrative Assistant at a GS-7 to the Special Activities Branch.

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4. In view of the above it is requested that the authorized Table of Organization for the Special Activities Branch, Special Policy and Security Staff be increased by one Security Officer, GS-7 position and one Administrative Assistant, GS-7 position.

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FOR THE ASSISTANT DIRECTOR, CURRENT INTELLIGENCE:



Executive Officer

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5 December 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Increase in T/O - Office of Current Intelligence

1. Reference is made to the attached copy of a memorandum from the Executive Officer, Office of Current Intelligence, requesting an increase in the present authorized T/O of two (2) positions, 1 GS-7 Administrative assistant and 1 GS-7 Security officer in the Special Activities Branch of the Special Policy and Liaison Staff, due to increased workload in the Branch and necessity for providing coverage in areas of responsibility which are not properly covered.

2. It is further requested that position H198 (GS-12 In-



3. The increase of these two additional positions will not materially effect the present average salary of \$4,064 of the current approved ☐ positions in the Special Activities Branch, and it is believed the cost of the two positions can be absorbed within the present budget estimates for the whole office. No additional funds will be required in the case of the position to be transferred.

for
E. R. SAUNDERS
Comptroller

Attachment

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Approved For Release 2005/06/22 : CIA-RDP78-03568A000400110001-4

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Tab 3